

Online Forms

Users Guide



Your forms will all be available under your user account, letting you access them, view them, add attachments to them, and edit them.

Online Forms provides the ability to save your forms, edit them as desired prior to submission, then submit them in batches as a single transaction which will drastically reduce the number of transactions for the majority of Online Forms users.

Online Forms receipts itemize all of the forms submitted during a transaction allowing you to easily keep track of all the forms you submit.

A separate link is provided in transaction emails to each submitted form in addition to a link to the itemized receipt.

This documentation provides information on the features and use of the new Nevada Division of Water Resources Online Forms site.

If you require any addition information, please contact the Nevada Division of Water Resources at 775-684-2800 between the hours of 8 am and 5 pm, Monday through Friday.

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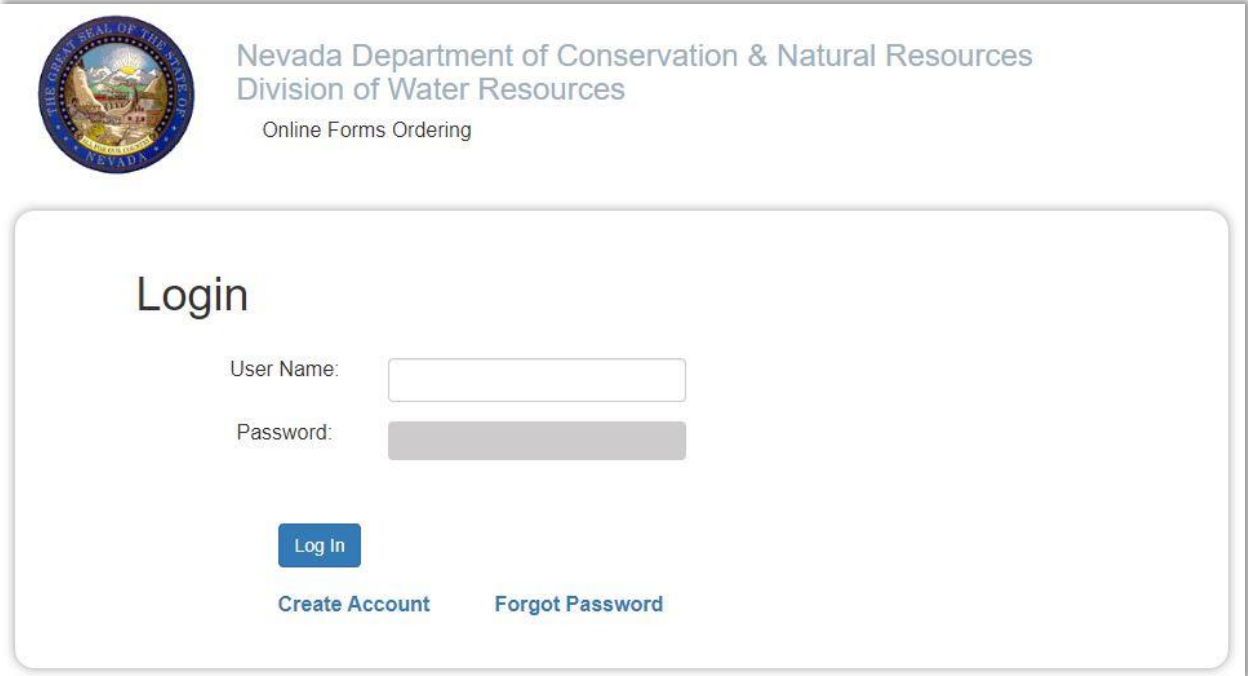
How To Create a User Account

To support the ability to save forms and submit them in batches, you must first create a user account.

After its creation you will use your username and password to log into the new Online Forms site (see Figure 1). You need to retain your user name and password for future logins.

All forms created will be linked to a single user account. You cannot link forms to multiple users.

When you first come to the Online Forms site, the login dialog provides you links to create your account as well as retrieve a lost password.



The screenshot shows the login interface for the Nevada Department of Conservation & Natural Resources, Division of Water Resources. At the top left is the state seal of Nevada. To its right, the text reads "Nevada Department of Conservation & Natural Resources" and "Division of Water Resources" in blue, with "Online Forms Ordering" in grey below it. The main content area is titled "Login" and contains two input fields: "User Name:" and "Password:". Below the password field is a blue "Log In" button. At the bottom of the login area are two links: "Create Account" and "Forgot Password".

Figure 1

To create a user account,

1. Click the Create Account link. You will be taken to the Create Account page (see Figure 2).
2. Enter your username



Nevada Department of Conservation & Natural Resources Division of Water Resources

Online Forms Ordering

Create Account

User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Email:	<input type="text"/>
Security Question:	<input type="text" value="Select a Question"/>
Security Answer:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input "="" type="text" value="() - "/>

Create

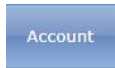
Cancel

Figure 2

3. Enter and confirm a password
4. Select a security question
5. Enter a response to the security question
6. Enter a First Name
7. Enter a Last Name
8. Enter a Phone Number (*Optional*)

9. Click the Create button to create the account. You will be returned to the Login dialog.
10. Click the Create button and you will be returned to the login dialog.
11. Enter your user name and password to continue to the Online Forms home page.

Note that you can manage your account information after you login by clicking on the

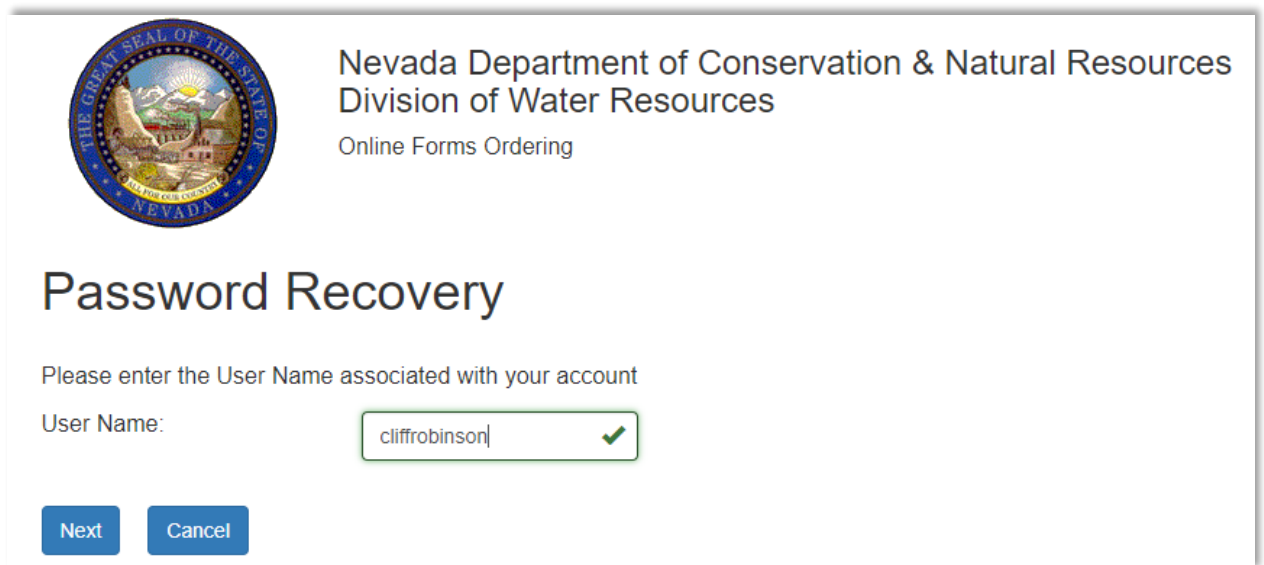


navigation bar option.

How To Reset a Password

If you lose your password, the Forgot Password link on the Login dialog provides a way to retrieve a new password and continue a login.

1. Follow the steps in the Password Recovery dialog (see Figure 3) by entering the username and clicking the Next button.



The screenshot shows a web interface for the Nevada Department of Conservation & Natural Resources, Division of Water Resources. At the top left is the state seal of Nevada. To its right, the text reads "Nevada Department of Conservation & Natural Resources" and "Division of Water Resources", with "Online Forms Ordering" below. The main heading is "Password Recovery". Below this, a prompt says "Please enter the User Name associated with your account". A text input field labeled "User Name:" contains the text "cliffrobinson" and has a green checkmark icon to its right. At the bottom are two blue buttons: "Next" and "Cancel".

Figure 3

2. Enter the answer for your security question (see Figure 4), and click Next.



Nevada Department of Conservation & Natural Resources
Division of Water Resources
Online Forms Ordering

Password Recovery


Please answer the following security question

In what city were you born?

[Submit](#) [Cancel](#)

Figure 4

3. After all the steps, you will be notified that a new password has been sent to your email address (see Figure 5).



Nevada Department of Conservation & Natural Resources
Division of Water Resources
Online Forms Ordering

Password Recovery

Your password has been sent to you

[Return to Login Page](#)

Figure 5

Note that the system will send the new password to the email associated with your username when the account was created.

4. Click the Return to Login Page button to return to the login dialog.

How To Submit a new Extension Form

Submitting a new Extension Form usually begins at the Home page.

Sometimes you might want to take advantage of the Duplicate Form functionality to create a new form.

In either case, submissions can be done for a single form exactly how it was done in the original version of Online Forms, or you can submit multiple forms in a single transaction.

After reading this section, you can find more in the section called **What Is Home**.

This proceeds through the forms list on the Home page and through its submission functionality (the same as was available in the original Online Forms site).

For information on how to submit multiple forms, see the section called **How To Use My Pending Forms**.

1. Go to the **Home** page and select your desired form and click its link. You will be taken to the entry form (see Figure 6).



Figure 6

2. Fill in the presented form.

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [Log Out]

Please see the [instructions](#) for more information.

BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA
APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF BENEFICIAL USE
MANNER OF USE: MINING, MILLING, DEWATERING OR POWER

1. This application is submitted by: , the ☐ Permittee ☐ Agent
Name of person signing this form (requires a first and last)

2. Permit number: Priority date:

3. Source: ☐ Underground ☐ Surface Water: name of the spring, creek, river, etc.

Figure 7

- The final section for each entry form requires checking the certification checkbox, filling out the address information, and providing and confirming an email address that the Online Forms system will send your completed form(s) and receipt.

By checking ☐ pursuant to NRS 53.045, I hereby certify, under penalty of perjury, that the foregoing is true and correct.

Mailing Address

Street or PO Box

City

State

ZIP Code


Phone

Email Enter only one email address


Confirm Email


**YOU WILL BE PROMPTED FOR A \$120 FILING FEE PER YEAR REQUESTED IN THIS APPLICATION FOR EXTENSION OF TIME.
 A SEPARATE APPLICATION MUST BE FILED FOR EACH PERMIT.**

Figure 8

4. After filling in the form, you can Save the form and continue with the transaction by clicking the  button.

The Save and Continue button option runs all validation for the form and allows you to submit the form in a transaction.

If you select the  button when saving a form, it will be saved but the validation run on the form is minimal.

Also when the  button is clicked, checking the certification checkbox is not required. Therefore a saved form cannot be submitted until the Save and Continue button has been clicked.

However, saving a form will allow a user to work on a form over time as you can reload any saved, unsubmitted form from the My Pending Forms section of the Online Forms site any number of times.

How to View Submitted Forms

Submitted forms are those that have been created and included in a transaction. There are multiple ways to view submitted forms, and to utilize them for new form submissions. They include:

1. My Completed Forms which provides a listing of all your submitted forms (see Figure 9). For more information see the section called **How To Use My Completed Forms**.



Completed and submitted forms

Form Name	Signing Person	Permit	Claim	Date	Current Owner	Yearly Fee	Years	Total	Email	
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		2020.06.01	Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		View
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		2020.06.01	Cliff, Joe, John	120.00	3	360.00		View
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11237		2020.05.19	Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		View
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11238		2020.05.19	Joe, Cliff	120.00	2	240.00		View
Application for extension of time for filing proof of completion of work	Clifford Robinson	11232		2020.05.19	Cliff, Joe	120.00	3	360.00		View
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11233		2020.05.19	Joe, Cliff	120.00	2	240.00		View

Page size: 10 30 items in 3 pages


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Figure 9

2. Duplicate Form which allows re-loading of existing forms to create new forms (see Figure 10). For more information see the section called **How To Use Duplicate Form**.

[Home](#) [Dashboard](#) [Duplicate Form](#) [My Pending Forms](#) [My Completed Forms](#) [Water.nv.gov](#) [Account](#) [Help](#)

Welcome cliffrobinson [[Log Out](#)]



State of Nevada

Division of Water Resources

Duplicate Form

This page will allow you to copy the information from a previously submitted form. In order to do this, you must **enter the email and signatory (name) provided with the previously submitted form**. The permit number is not required, but this will limit the number of records displayed. Once the list generates, click on the row of the previously submitted form that you would like to copy. Once you click on the row, a new form will be generated for you to modify and submit. The permit number and acknowledgement box at the bottom of the page will need to be filled out prior to submitting the new form.

Permit

Email

Signatory

myemail@somedomain.com

clifford robinson

All ▾

Submit

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John	06/01/2020
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff	05/20/2020
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11239		Cliff, Joe, John	05/20/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11227		Joe, Cliff	03/31/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11225		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11224		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11220		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	12322		Cliff, Joe	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	11223		Cliff, Joe	03/25/2020

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Page size: 50 ▾

30 items in 1 pages

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Figure 10

3. Dashboard which allows you to search for a form you've submitted by filter criteria (see Figure 11). For more information see the section called **How To Use Dashboard**.

[Home](#)
[Dashboard](#)
[Duplicate Form](#)
[My Pending Forms](#)
[My Completed Forms](#)
[Water.nv.gov](#)
[Account](#)
[Help](#)

Welcome cliffrobinson [[Log Out](#)]



State of Nevada

Division of Water Resources

Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Current Owner Name Cliff Submit

	Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
>	Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John	cliffrobinson@water.nv.gov	06/01/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby	cliffrobinson@water.nv.gov	06/01/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11227		Joe, Cliff	cliffrobinson@water.nv.gov	03/31/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11225		Joe, Cliff	cliffrobinson@water.nv.gov	03/25/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11224		Joe, Cliff	cliffrobinson@water.nv.gov	03/25/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11220		Joe, Cliff	cliffrobinson@water.nv.gov	03/25/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of completion of work	Clifford Robinson	12322		Cliff, Joe	cliffrobinson@water.nv.gov	03/25/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of completion of work	Clifford Robinson	11223		Cliff, Joe	cliffrobinson@water.nv.gov	03/25/2020	Pdf	Receipt	Display All

Page size: 50
30 items in 1 pages

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Figure 11

How To Use My Pending Forms

All forms which have been saved but not submitted in a transaction can be accessed under the **My Pending Forms** Navigation bar option. Forms that have been saved using the Save and Continue can be included in a transaction as that action runs all the validation on a form checking as much as is possible, a forms readiness for submission.

Figure 12 shows two rows, each representing a form in the My Pending Forms section of Online Forms. Note that the first row does not have a checkbox. This is an example of a form that has been saved using the Save button, but has not had the full validation run with a Save and Continue.

The Edit option associated with the first row will reload the entry form for editing, at which time you can fill in any missing information. Any time you want to run the Save and Continue, you must check the certification checkbox, ensure all address and email information is entered and click the Save and Continue button to complete a form for a transaction.

The second row is available for a transaction and has been checked. All forms that have been completed using the Save and Continue, will appear with checkboxes so that you can include the form in a submission transaction.

Only forms whose rows have been checked will be included in a transaction initiated from the My Pending Forms section of Online Forms.

Pending Forms

This page provides the viewing and selecting of forms that you have saved. However, only **pending** forms, where you have clicked the form's **Save and Continue** button will be selectable. Edit any form by clicking a row's **Edit** button. To add attachments to a form click the row's **Attachments** button. Select one or more pending forms, then click the **Continue** button to choose payment options.

	Form Name	Signing Person	Permit	Claim	Current Owner	Yearly Fee	Years	Total	Email			
X	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11241		Joe, Cliff					Attachments	Edit	View
X <input checked="" type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		Attachments	Edit	View

Page size: 50

2 items in 1 pages

Continue Create New Form Create Duplicate Form

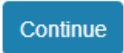
Figure 12

How to Submit a Transaction

There are two categories of transaction submissions

1. Single form transaction
2. Multi-form transaction

A single form transaction is created by

1. Opening a form from the Home page
2. Completing the form entry
3. Clicking the Save and Continue button on the completed entry form. You will be taken to the Attachments page.
4. If the form requires attachments, add them in the Attachments section. See the section in this documentation called Attachments.
5. From the Attachments section click the then click the  button to begin the transaction submission process.

What Are Online Forms Transaction Types

The Payment confirmation page allows you to select the payment type of either Credit Card or eCheck. Also displayed are the number of forms you are submitting and the Subtotal cost (see Figure 13).

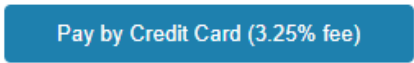
The screenshot shows the 'Payment Confirmation' page for the State of Nevada Division of Water Resources. The page has a blue header with navigation links: Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. Below the header is a banner featuring the State of Nevada seal and a waterfall image, with the text 'State of Nevada Division of Water Resources'. The main content area is titled 'Payment Confirmation' and contains a paragraph of text explaining the fee structure: 'Per NRS §533.435, there is a \$120.00 fee for each year for which the extension of time is sought. Credit card/debit card transactions will include a surcharge of 3.25% on the transaction amount and is collected by our bank and not by the Division of Water Resources. A surcharge is not collected on eCheck transactions. Any fees assessed will be itemized on your receipt.' Below this text is a table showing the number of forms and the total cost:

Number of Forms:	2
Total:	\$600.00

At the bottom of the page, there are three buttons: 'Pay by Credit Card (3.25% fee)', 'Pay by eCheck (free)', and 'Previous'.

Figure 13

How to Submit a Credit Card Transaction

1. To Submit a credit card transaction click the  button. A dialog informing you of potential credit processing charges will appear (see Figure 14).
2. Click the dialog's Continue button. You will be taken to the Cybersource credit card processing web site (see Figure 15). The first page presented is the Billing Information for your transaction.
3. Fill in the Billing Information, and click the Next button. You will be presented with the Payment Details page (see Figure 16).
4. Fill in the Payment Details page, then click the Next button. You will be presented with the Review Your Order page.
5. Click the Pay button, and your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).

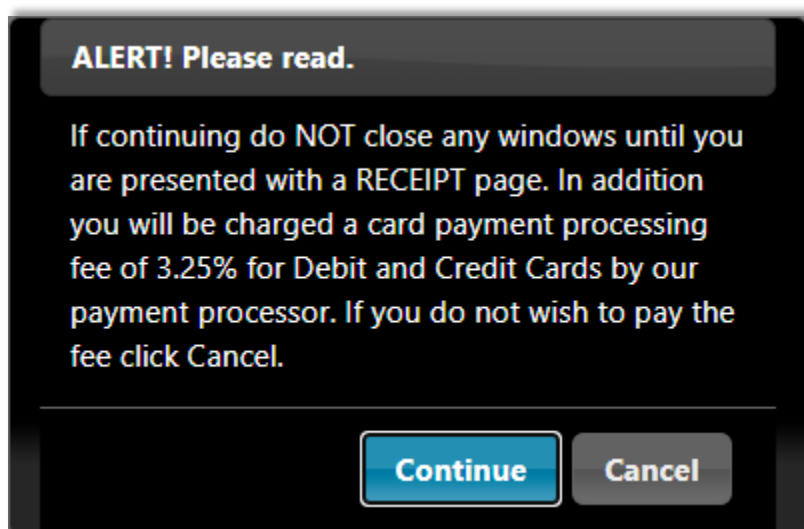


Figure 14

Note that after you have completed the Cybersource credit card transaction dialogs and submitted the transaction, you will be returned to the Online Forms site and a receipt will be displayed.

The Credit Card submission process will calculate and include a 3.25% charge (see Figure 17).

Billing

Payment

Review

Receipt

Billing Information

First Name *

Last Name *

Company Name

Address Line 1 *

Address Line 2

City *

Country/Region

United States of America

State/Province *

Zip/Postal Code *

* Required field

Next

[Cancel Order](#)

Your Order

Total amount

\$240.00

Figure 15

19

How to Submit an eCheck Transaction

1. To submit an eCheck (Pay By Check) transaction, click the button. You are taken to the Pay By Check page (see Figure 18).

Pay by eCheck (free)

The screenshot shows the 'Pay By Check' form for the State of Nevada Division of Water Resources. At the top is a banner with the state seal and the text 'State of Nevada Division of Water Resources'. Below the banner, the title 'Pay By Check' is displayed. A paragraph explains that using e-check requires the bank to allow Electronic Automated Clearing House Transactions (ACH) and that some banks limit the amount. The form contains several input fields: 'First Name:', 'Last Name:', 'Company:', 'Street:', 'City:', 'State:' (a dropdown menu), and 'Zip/Postal Code:'. Below these is the 'Account Information' section, which includes 'Routing Number' and 'Account Number' fields, each with a 'Help' link. At the bottom left are 'Continue' and 'Previous' buttons.

Figure 18

2. Fill in the required information, including valid bank account routing and account numbers, then click the [Continue](#) button to submit the transaction.
3. Your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).

How To Use Navigation

Online Forms allows you to navigate to the different sections of the application using the Navigation bar (see Figure 19).

The sections include

1. Home
2. Dashboard
3. Duplicate Form
4. My Pending Forms
5. My Completed Forms
6. Water.nv.gov
7. Help.



Figure 19

Note that the Navigation bar option that will take you to the Nevada Division of Water Resource's public web site at www.water.nv.gov is Water.nv.gov

Access to this document is available on a link under the Help Navigation bar option as well as the Login dialog.

How To Use Attachments

If you choose the Save and Continue option on any form (selected from Home), you will be provided the option to add attachments for a form (see Figure 20).

You can also reach this page from the My Pending Forms page for any form in its form list by clicking a form row's Attachments button (see Figure 12).

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [[Log Out](#)]

State of Nevada Division of Water Resources

Attachments

This page allows you to upload any photos, documents, pdfs or other items that will be included with your extension of time request.

- Document file types that can be uploaded: pdf, doc, docx, rtf, txt.
- Spreadsheet file types that can be uploaded: csv, xls, xlsx.
- Image file types that can be uploaded: gif, jpg, jpeg, tif, tiff, png and bmp.

No file chosen

	File Name	File Type	Extension	Image
✕	Completed.jpg	image/jpeg	.jpg	
✕	Warranty.pdf	application/pdf	.pdf	

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Figure 20

The types of files you can add as attachments are listed on this page. To add an attachment for a form

1. Click the button.

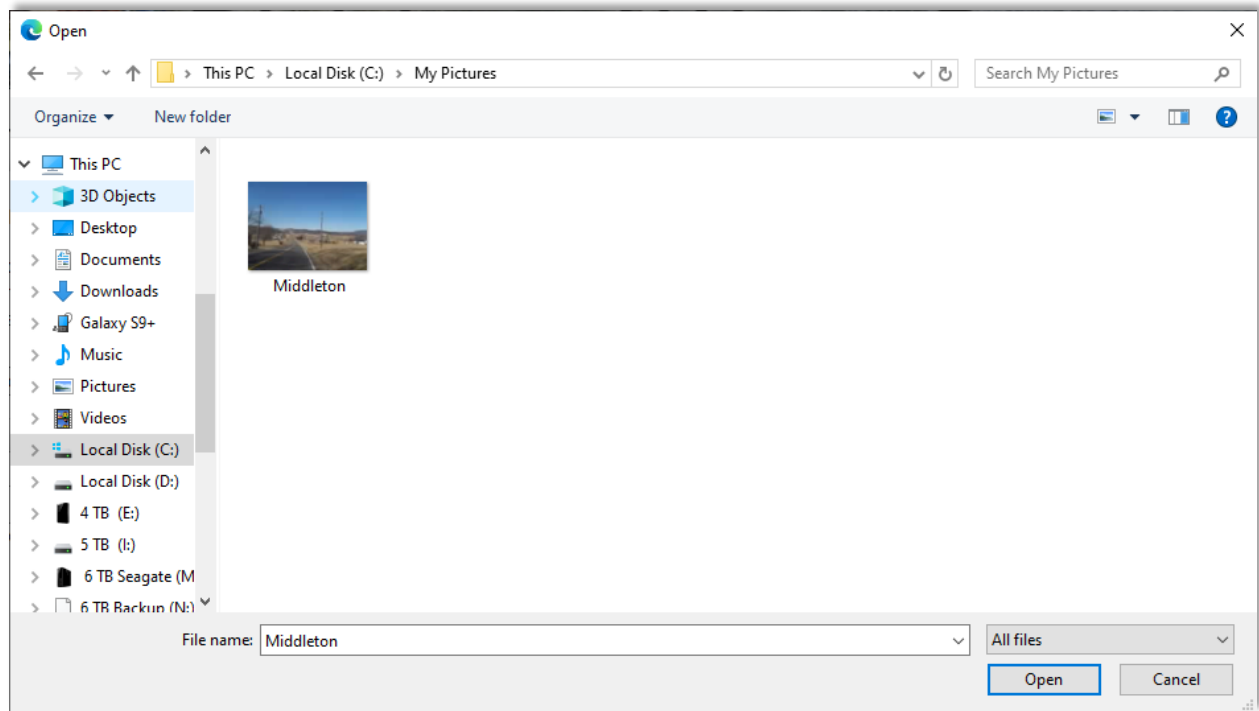


Figure 21

2. Locate a file using the file explorer (see Figure 21). Select the file and click Open. You will be returned to the Attachments page (see Figure 20) and will see the filename of the selected file next to the Choose File button.
3. Click the **Upload Selected File** button. After a moment you will see an icon associated with the file in the files grid (see Figure 22).

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [Log Out]

State of Nevada Division of Water Resources

Attachments

This page allows you to upload any photos, documents, pdfs or other items that will be included with your extension of time request.

- Document file types that can be uploaded: pdf, doc, docx, rtf, txt.
- Spreadsheet file types that can be uploaded: csv, xls, xlsx.
- Image file types that can be uploaded: gif, jpg, jpeg, tif, tiff, png and bmp.

Choose File No file chosen Upload Selected File

File Name	File Type	Extension	Image
X Middleton.jpg	image/jpeg	.jpg	

Return

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Figure 22

As shown in Figure 20 and 22, the uploaded file(s) will appear in the available grid. An example is shown above. The selected and uploaded file(s) will be associated with the form and will be considered part of a form submission.

Figure 22 shows the Attachments page which is associated with My Pending Forms. The [Return](#) button allows you to return to the My Pending Forms page.

Figure 23 shows the Attachments page presented when you click the Save and Continue button for a form selected from Home. If you click the [Cancel](#) button, you are also returned to the My Pending Forms page because it will not automatically return you to an entry form.

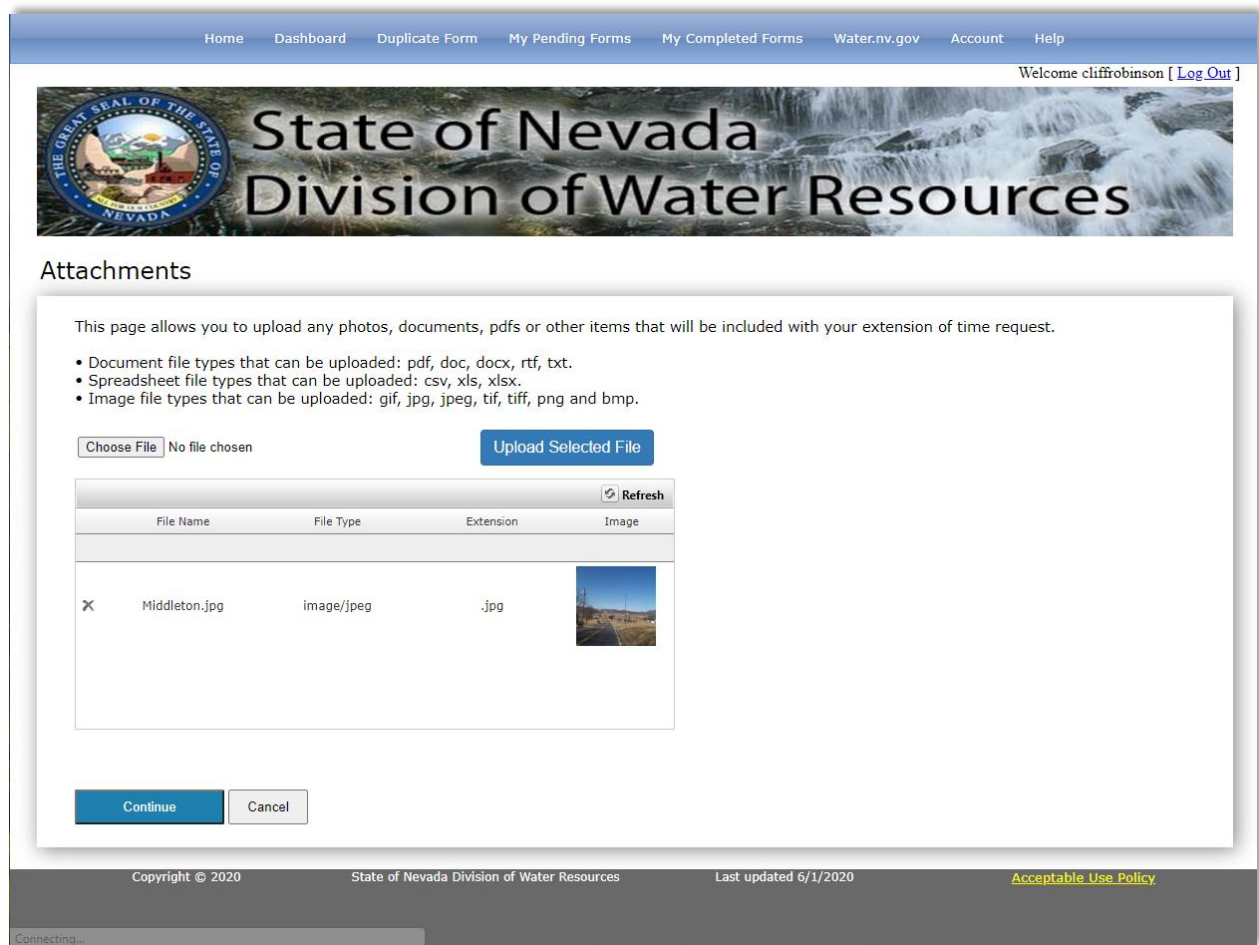


Figure 23

In addition to viewing attachments associated with saved forms from the My Pending Forms page using the Attachments feature, you can also view attachments associated with a saved and submitted form using the Dashboard. For more information see **How To Use Dashboard**.

How To Use Dashboard

The dashboard provides options to find forms that have been submitted based on filtering information (see Figure 24).

The screenshot shows the top navigation bar with links: Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. A welcome message "Welcome cliffrobinson [Log Out]" is on the right. Below the navigation bar is a banner for the "State of Nevada Division of Water Resources" featuring the state seal and a waterfall image. The main section is titled "Dashboard" and contains a filter instruction: "Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible)." A "Filter:" dropdown menu is open, showing options: None, Application Date, Current Owner Name, Email, Permit No, Claim, and Signatory. Below the dropdown is a table with headers: Form Name, Signing Person, Permit, Claim, Current Owner, Email, Date, and two empty columns. The table is currently empty, and a message "0 items in 1 pages" is displayed at the bottom right.


Figure 24

To search in Dashboard for an existing, previously submitted form


1. Select the filtering criteria from the Filter dropdown list (see Figure 24). A textbox will appear (see Figure 25).




The screenshot shows the same dashboard interface as Figure 24, but with the "Filter:" dropdown set to "Current Owner Name". A text input field next to the dropdown contains the text "cliff". A blue "Submit" button is visible to the right of the text box. Below the filter section, the table headers are the same as in Figure 24. The table is empty, and a message "No records to display." is shown. At the bottom of the table, there is a pagination control with "Page size: 50" and a "0 items in 1 pages" message.

Figure 25

2. Enter the filtering data into the available textbox (see Figure 25).
3. Click the  button.
4. After a few moments any rows that meet the search criteria will be displayed in the available grid (see Figure 26).
5. Nothing appears in the grid if no records are found.

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Permit No ▾ 

	Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff		05/20/2020			








1


 Page size: 50 ▾
1 items in 1 pages

Figure 26

How To View Attachments in Dashboard

After initiating a search in the Dashboard, records that are found for search criteria will appear in a grid on the page. Each row in the grid represents a submitted form, and each form can be associated with attachments, such as jpg, tiff and pdf files.

A row for a form that has attachments will appear blue as shown in Figure 27.



**State of Nevada
Division of Water Resources**

Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Current Owner Name Submit

	Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John		06/01/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	Pdf	Receipt	Display All
>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff		05/20/2020	Pdf	Receipt	Display All

Figure 27

To view the attachments associated with a form

1. Click the **>** on the left side of the row. The row will open up and a grid listing the attachments will appear (see Figure 28).

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
✓ Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	Pdf	Receipt	Display All

File Name	File Type	
04-20-2015-02.jpg	image/jpeg	View
Warranty.pdf	application/pdf	View

Figure 28

Note that to the right of the grid, is a display panel. This panel is a secondary way to view an attachment filed described later.

2. To view an attachment file, click the row displaying the name of the attachment, or click the View button in the row. The file should display in a separate page in your browser (see Figure 29).

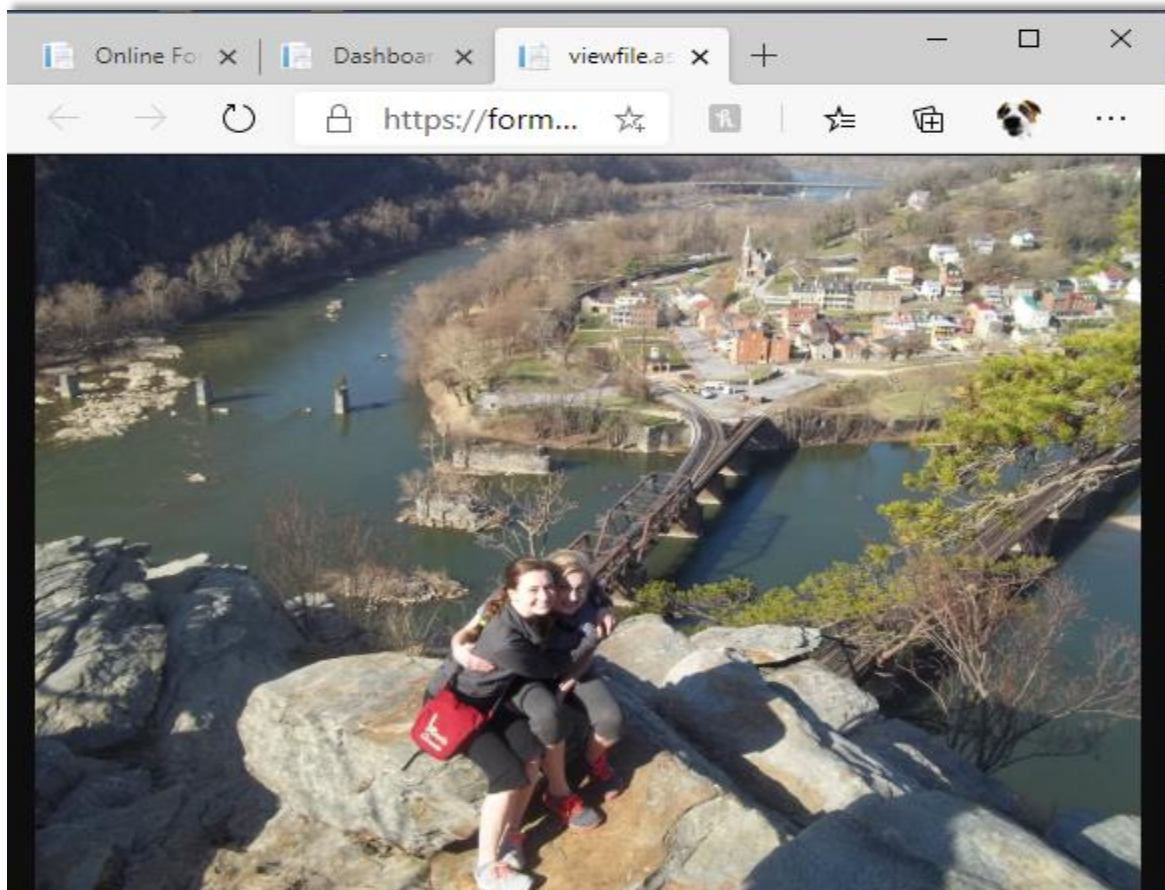



Figure 29

3. If you close the page containing the attachment image, image files should be displayed in the display panel to the right of the grid (see Figure 30) mentioned previously. PDF files will not be displayed in the display panel, however they will be displayed in a browser page.

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My Pending Forms
My Completed Forms
Water.nv.gov
Account
Help

Welcome cliffrobinson [Log Out]



State of Nevada

Division of Water Resources

Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter:

Current Owner Name

CLIFF

Submit

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date									
<div>Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal</div> <div> <table> <thead> <tr> <th>File Name</th> <th>File Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>04-20-2015-02.jpg</td> <td>image/jpeg</td> <td>View</td> </tr> <tr> <td>Warranty.pdf</td> <td>application/pdf</td> <td>View</td> </tr> </tbody> </table> </div>	File Name	File Type		04-20-2015-02.jpg	image/jpeg	View	Warranty.pdf	application/pdf	View	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby		06/01
File Name	File Type														
04-20-2015-02.jpg	image/jpeg	View													
Warranty.pdf	application/pdf	View													
<div>Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power</div>	Clifford Robinson	11242		Cliff, Joe, John		06/01									
<div>Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal</div>	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby		06/01									
<div>Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation</div>	Clifford Robinson	11240		Joe, Cliff		05/20									
<div>Application for extension of time for filing proof of completion of work</div>	Clifford Robinson	11223		Cliff, Joe		03/25									

1

Page size: 50

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Figure 30

How To Use Duplicate Form

The Duplicate Form functionality allows the selection of a previously submitted form, to reload the selected form for editing, then save it as a new form. Any form reloaded has all information associated with the previous form, except information considered specific to the new form i.e. submitter, permit number. When a duplicated form is saved, it creates a new form with all the edits performed.

To create a new form from an existing form through the Duplicate Form feature (see **How To Use Duplicate Form**).

1. Filter the submitted forms (see Figure 31)
2. Enter the email address, and the signatory information from the form's submittal information. It must match a forms email and signatory.

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Duplicate Form

This page will allow you to copy the information from a previously submitted form. In order to do this, you must **enter the email and signatory (name) provided with the previously submitted form**. The permit number is not required, but this will limit the number of records displayed. Once the list generates, click on the row of the previously submitted form that you would like to copy. Once you click on the row, a new form will be generated for you to modify and submit. The permit number and acknowledgement box at the bottom of the page will need to be filled out prior to submitting the new form.


Permit: Email: Signatory: All

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John	06/01/2020
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff	05/20/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11225		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11224		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11220		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	12322		Cliff, Joe	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	11223		Cliff, Joe	03/25/2020

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Figure 31

- Click the  button
- Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).

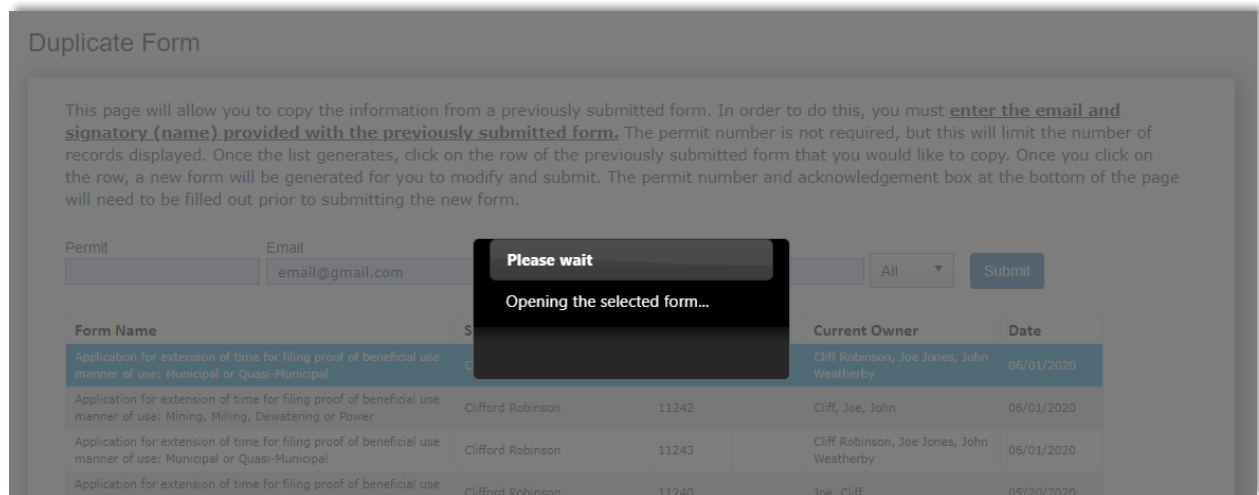


Figure 32

Figure 33

Or you can filter for a form with a specific permit number by

5. Filter the submitted forms (see Figure 34)
6. Enter the email address, and the signatory information from the form's submittal information. It must match a forms email and signatory.
7. Entering the permit number

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State of Nevada Division of Water Resources

Duplicate Form

This page will allow you to copy the information from a previously submitted form. In order to do this, you must **enter the email and signatory (name) provided with the previously submitted form**. The permit number is not required, but this will limit the number of records displayed. Once the list generates, click on the row of the previously submitted form that you would like to copy. Once you click on the row, a new form will be generated for you to modify and submit. The permit number and acknowledgement box at the bottom of the page will need to be filled out prior to submitting the new form.


Permit: 11244 Email: email@gmail.com Signatory: clifford robinson All Submit

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020

1 items in 1 pages

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Figure 34

8. Clicking  the button
9. Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).

How To Use My Completed Forms

This section permits you to review all your submitted forms and provides some basic information associated with the form. Each grid row represents a separate form. It also allows you to bring up the submitted form as a PDF.

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Completed and submitted forms

Form Name	Signing Person	Permit	Claim	Date	Current Owner	Yearly Fee	Years	Total	Email	
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-	Clifford Robinson	11243		2020.06.01	Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		View
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11238		2020.05.19	Joe, Cliff	120.00	2	240.00		View
Application for extension of time for filing proof of completion of work	Clifford Robinson	11232		2020.05.19	Cliff, Joe	120.00	3	360.00		View
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11233		2020.05.19	Joe, Cliff	120.00	2	240.00		View

Page size: 10 30 items in 3 pages

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Figure 35

To view a form's pdf associated with submitted and committed form

1. Find the grid row associated with the form you wish to view.
2. Click the [View](#) button of the row. The PDF will be displayed.

How To Manage Your Account

This section permits you to manage and/or alter your account settings. There are three sections of information you can update, including your password, your security question and answer and general information including email address, first and last name and phone number.

The screenshot displays a web application interface for managing an account. At the top is a navigation bar with links: Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. The main content area is divided into three sections, each with a title and a 'Save' button.

Change Password

User Name:

Current Password:

New Password:

Confirm Password:

Change Security Question

To change the Security Question you must re-enter your password below, then click the "Security Question" button.

Security Question:

Security Answer:

Enter your Password:

General Information

To change information (Email, First and Last name are required) enter it below. Click the "Save General Information" button below.

Email:

First Name:

Last Name:

Phone:

Figure 36

How To Change Your Password

To change your existing password

Select the Account Navigation bar option. The account management page will appear (see Figure 36).

A screenshot of a web form titled "Change Password". The form is enclosed in a light gray border. It contains four input fields: "User Name:" with the text "cliffrobinson", "Current Password:", "New Password:", and "Confirm Password:". Each field is represented by a gray rectangular box. Below the input fields is a blue button with the text "Save Password".

Change Password

User Name: cliffrobinson

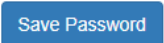
Current Password:

New Password:

Confirm Password:

Save Password

Figure 37

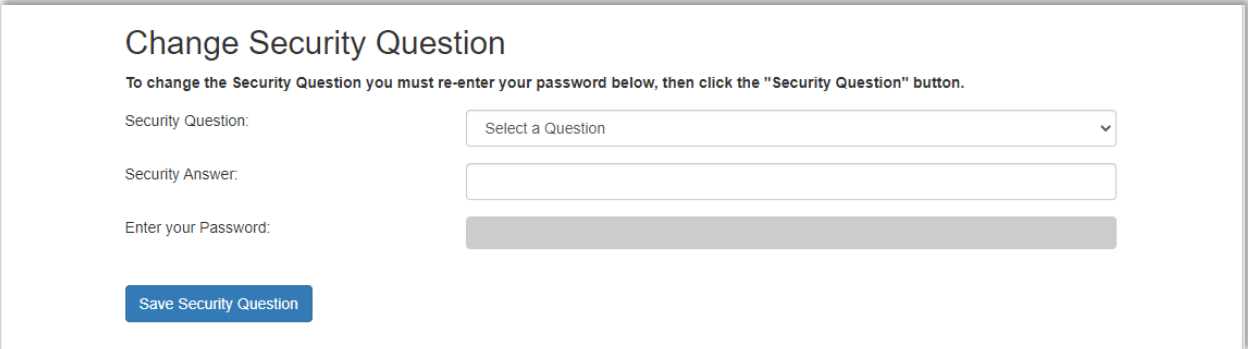
1. Enter your new password in the Current Password field.
2. Enter a new password in the New Password field. Passwords must be at least 8 characters long and have at least 1 special character, 1 upper case letter, 1 lower case letter, and 1 number.
3. Click the  button

How To Change Your Security Question

To change your existing security question


Select the Account Navigation bar option. The account management page will appear (see Figure 36).

1. Select a new security question from the available list (see Figure 38).



The screenshot shows a web form titled "Change Security Question". Below the title is a instruction: "To change the Security Question you must re-enter your password below, then click the "Security Question" button." The form contains three input fields: "Security Question:" with a dropdown menu showing "Select a Question", "Security Answer:" with a text input field, and "Enter your Password:" with a password input field. A blue button labeled "Save Security Question" is located at the bottom left of the form.

Figure 38

2. Enter the answer in the Security Answer field
3. Enter your password in the Enter your Password field
4. Click the  button

How To Change Your General Information

To change your general information. You can change one or more of the following

1. Email address associated with your account. This is the email address to which a new password is sent, if needed (required)
2. First Name (required)
3. Last Name (required)
4. Phone Number (optional)

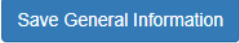
Select the Account Navigation bar option. The account management page will appear (see Figure 36).

1. Enter new information in the available field(s) (see Figure 39).



The screenshot shows a web form titled "General Information". Below the title is a instruction: "To change information (Email, First and Last name are required) enter it below. Click the "Save General Information" button below." The form contains four input fields: "Email:" with the value "cliffrobinson@water.nv.gov", "First Name:" with the value "Clifford", "Last Name:" with the value "Robinson", and "Phone:" with the value "(775) 684-2853". At the bottom left of the form is a blue button labeled "Save General Information".

Figure 39

2. Click the  button (see Figure 39).

What Is Home

If you have used Online Forms before, this page should be familiar. As with the previous version of Online Forms, you start here for each form you want to submit and/or save (see Figure 40).



Figure 40

Online Forms allows you to save your forms for later completion and later submission. Saved forms can be accessed by clicking  on the Navigation bar (see Figure 41).

This section is discussed in **How To Use My Pending Forms**.

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Welcome cliffrobinson [Log Out]



State of Nevada
Division of Water Resources

Pending Forms

This page provides the viewing and selecting of forms that you have saved. However, only **pending** forms, where you have clicked the form's **Save and Continue** button will be selectable. Edit any form by clicking a row's **Edit** button. To add attachments to a form click the row's **Attachments** button. Select one or more pending forms, then click the **Continue** button to choose payment options.

		Form Name	Signing Person	Permit	Claim	Current Owner	Yearly Fee	Years	Total	Email				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11246		Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00			Attachments	Edit	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11245		Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00			Attachments	Edit	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11241		Joe, Cliff						Attachments	Edit	View

1

Page size: 50

3 items in 1 pages

Continue
Create New Form
Create Duplicate Form

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Last updated 6/1/2020


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Figure 41

1. Select a form from the Home page, you will be brought to the form's entry page.

If you want to save a form for later completion you must enter some preliminary information at the top of the entry form.

The required entry form information will usually include who is submitting the form, a Permittee/Agent checkbox selection and the permit number (see Figure 42). Some forms will require additional information before it can be saved.

2. Click the  button at the bottom of the entry form (see Figure 42).

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[Dashboard](#)
[Duplicate Form](#)
[My Pending Forms](#)
[My Completed Forms](#)
[Water.nv.gov](#)
[Account](#)
[Help](#)

Welcome cliffrobinson [[Log Out](#)]

Please see the [instructions](#) for more information.

BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF COMPLETION OF WORK

1. This application is submitted by: , the ☒ Permittee ☐ Agent
Name of person signing this form (requires a first and last)

2. Permit number: Priority date:

By checking ☐ pursuant to NRS 53.045, I hereby certify, under penalty of perjury, that the foregoing is true and correct.

Mailing Address

Street or PO Box

City

State

ZIP Code

Phone

Email
 Enter only one email address

Confirm Email

**YOU WILL BE PROMPTED FOR A \$120 FILING FEE PER YEAR REQUESTED IN THIS APPLICATION FOR EXTENSION OF TIME.
A SEPARATE APPLICATION MUST BE FILED FOR EACH PERMIT.**

Figure 42

Note that if you wish, you can submit forms one at a time, as done in the prior version of Online Forms. Step to perform this type of submission include

1. Fill out the form, then click the button. You will be taken to the Attachments page (see Figure 20).

2. Add any attachments (see section called **How To Use Attachments**)
3. Click [Continue](#) the button. You will be taken to the Payment Confirmation page (see Figure 43).
4. Click the button associated with the type of transaction you would like to submit. For further information see the section called **How to Submit a Credit Card Transaction** or **How to Submit an eCheck Transaction**.

The screenshot shows the 'Payment Confirmation' page of the State of Nevada Division of Water Resources. The page has a blue header with navigation links: Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. Below the header is a banner featuring the State of Nevada seal and a waterfall image, with the text 'State of Nevada Division of Water Resources'. The main content area is titled 'Payment Confirmation' and contains a paragraph explaining the fee structure: 'Per NRS §533.435, there is a \$120.00 fee for each year for which the extension of time is sought. Credit card/debit card transactions will include a surcharge of 3.25% on the transaction amount and is collected by our bank and not by the Division of Water Resources. A surcharge is not collected on eCheck transactions. Any fees assessed will be itemized on your receipt.' Below this text is a table showing the transaction details:

Number of Forms:	1
Total:	\$240.00

At the bottom of the form area are three buttons: 'Pay by Credit Card (3.25% fee)', 'Pay by eCheck (free)', and 'Previous'. The footer of the page contains copyright information: 'Copyright © 2020', 'State of Nevada Division of Water Resources', 'Last updated 6/1/2020', and a link to the 'Acceptable Use Policy'.

Figure 43


Note that if you Save the form, or if you click the Save and Continue and decide not to submit it, it will be available for you to edit or submit under the **My Pending Forms** Navigation bar option.

What the Receipt Page Looks Like


When a transaction is submitted and completed successfully a receipt page will be displayed (see Figure 44). The receipt for Online Forms has a different format that includes a listing of all forms submitted. You can print this form if you wish by clicking the printer.

Note that you will receive an email with a PDF receipt as well as links to your submitted forms.

[Home](#) [Dashboard](#) [Duplicate Form](#) [My Pending Forms](#) [My Completed Forms](#) [Water.nv.gov](#) [Account](#) [Help](#)



Transaction is complete and your form(s) has/have been submitted. An email has been sent to [redacted] with links to your completed form(s) and a receipt. Please print this receipt for your records.



NEVADA DIVISION OF WATER RESOURCES
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
901 S. STEWART ST., SUITE 2002
CARSON CITY, NV 89701

6/1/2020

Nevada Division of Water Resources
Clifford Robinson
901 S. Stewart St., Suite 2002
Carson City, NV 89701

Transaction #: 5910360890906944003010

A link to the form(s) that was/were submitted will be sent to the email address provided (cliffrobinson@water.nv.gov). The submittal will be reviewed in the order received. If you have any questions or concerns, please contact our office at 775-684-2800 between the hours of 8:00 am and 5:00 pm, Monday through Friday.

Fee	# Years	Amount	Permit	Claim	Form
\$120.00	2	\$240.00	11243		Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal
\$120.00	3	\$360.00	11242		Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power

Service Fee: \$ 0.00

Total: \$600.00

Figure 44

What the Receipt Email Looks Like

The receipt email is sent to the email address you entered and confirmed in your form(s). The email will contain links to each of the submitted forms as well as a link to a receipt in PDF format.

An example of the email is shown below in Figure 45.

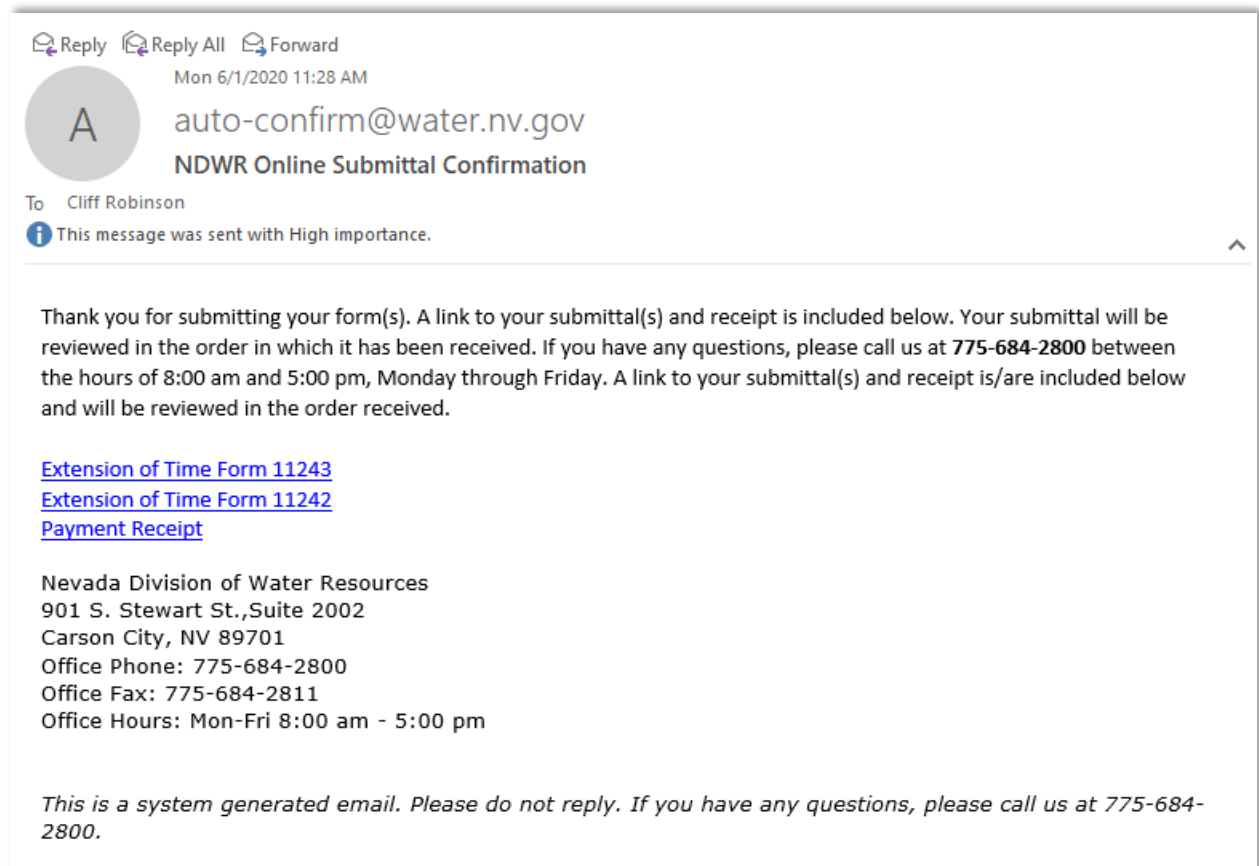


Figure 45

What the Receipt PDF Looks Like

The following (Figure 46) is an example PDF format receipt. The receipt link in your receipt email should render it in your browser, or provide a way to download it to your computer.

NEVADA DIVISION OF WATER RESOURCES
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
901 S. STEWART ST., SUITE 2002
CARSON CITY, NV 89701

6/1/2020

Nevada Division of Water Resources
Clifford Robinson
901 S. Stewart St., Suite 2002
Carson City, NV 89701

Transaction #: 5910360890906944003010

A link to the form(s) that was/were submitted will be sent to the email address provided (cliffrobinson@water.nv.gov). The submittal will be reviewed in the order received. If you have any questions or concerns, please contact our office at 775-684-2800 between the hours of 8:00 am and 5:00 pm, Monday through Friday.

Fee	# Years	Total	Permit	Claim	Form
\$120.00	2	\$240.00	11243		Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal
\$120.00	3	\$360.00	11242		Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power

Service Fee: \$ 0.00
Total: \$600.00

Date Submitted: 6/1/2020 11:28:08 AM

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Figure 46